



BAT180 Human Relations Syllabus

Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

The course is designed to teach students to compete in an increasingly competitive work environment. Skills stressed will be the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability, and business ethics.

Textbooks

none

Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

Competencies

1. Produce an error-free, properly-formatted professional resume.
2. Write an error-free, properly-formatted cover letter for job applications.
3. Write an error-free, properly-formatted thank you letter for use after interviews.
4. Select appropriate employment opportunities from various employment listings.
5. Fill out a job application on-line.
6. Produce a professional portfolio including examples of class work.
7. Produce a sixty-second personal commercial outlining employment skills.
8. Acquire information and skills necessary for a successful job interview.
9. Participate in a mock interview.
10. Produce a reasonable and detailed goal schedule.
11. Demonstrate effective teamwork skills.

12. Develop a plan to manage stress.
13. Practice time management skills.
14. Describe business ethics.
15. Participate in simulations applying business ethics to real life situations.
16. Describe corporate values and corporate culture.
17. Describe proper attire for job interviews.
18. Describe proper professional attire.
19. Demonstrate a professional handshake and introduction.
20. Describe methods of resolving conflict in the workplace.
21. Demonstrate non-verbal communication.
22. Demonstrate accountability in the workplace.
23. Describe diversity and cultural differences in the workplace.
24. Demonstrate proper use of technology at work.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburntech.edu

